

USNA/AAC Instruction 5230.1

From: Superintendent

Subj: INFORMATION TECHNOLOGY POLICY AND STANDARDS

Ref: (a) USNA/AAC Instruction 5231.1A

Encl: (1) Information Technology Policy and Standards

1. Purpose. To promulgate and implement updated information technology (IT) policy and standards for the Naval Academy and those activities under the management control of the Superintendent.

2. Cancellation. Division of Information Technology Services Policy Document dated August 1996.

3. Background. Defining and implementing institutional IT policy and standards provide the structure and good order necessary for productivity. They also support an environment providing users with cost effective service while maintaining currency in technology. Well defined policy best serves the uncertain and volatile nature of a limited budget, reduced support staff, increased customer demand for more technology, necessity for training, shortened product life cycles, urgency of immediate service, increased dependence on IT for mission support, and constraints imposed by outside authority. Collective policy provides the foundation for prudent management of IT resources, a format to analyze courses-of-action, select methodologies, and make decisions.

Policies and standards support the Naval Academy's goal of developing a 'knowledge engineered' environment. Knowledge engineering refers to the seamless integration of all information technologies; makes available IT products and tools to all users for teaching, research, management, decision making, and communicating; engineers structured data into accurate information; ensures that the complexity of IT is transparent to the user; and provides an opportunity for everyone to be productive, from the novice to the expert.

To accomplish this goal, IT must be affordable, achievable, flexible, scalable, and migratable. Affordable means that the existing financial assets allow the Naval Academy to procure, maintain, upgrade, modernize, and eventually replace the technology. Achievable means that the existing staff provides acquisition, systems integration, and operation of equipment. Flexible means that the equipment supports multiple functionalities. Scalable means that the same IT can be scaled to meets various departmental needs such as increasing network bandwidth to satisfy data communications demands. Migratable means that the IT architecture includes a clear development path for the future.

Historically, IT at the Naval Academy evolved during periods of financial stability and prosperity. Hardware and software life cycles lasted several years. There were limited numbers of users and sufficient time to train large staffs and develop well defined skills. Development and use of IT without proven methods, supportable policies, and strong standards were acceptable. Technology change during the 1990's has been revolutionary. There are now six generations of languages, fully distributed and complex networked environments, thousands of software products, hundreds of corporate assemblers of computer related hardware technologies. Literally every institutional employee has become a user. Open architecture has not been universally achieved and remains an industry goal. Systems integration became the critical process and network bandwidth became the critical variable. Computer hardware and software applications demand careful configuration and optimization. Development and implementation remains complicated and costly. Budgets were drastically cut and support staffs reduced. Continued success requires management policies and standards. Earlier editions of enclosure (1) were published, discussed, and issued annually at the Automated Information System (AIS) Reviews.

With the continued emphasis and reliance on computing in education, training, industry, and the military, organizational units require the opportunity to excel through the use of IT. Organizations must, where possible, adopt and implement common standards. Compliance is essential.

4. Applicability. This instruction applies to all organizations within the Naval Academy and the Annapolis Area Complex having a need to use information technology products to administer, manage, teach, train, or communicate. Organizations include divisions, departments, staffs, titled offices, titled centers, associations, clubs, and tenant commands. This instruction also applies to functional sponsors directing the Naval Academy to use commercial-off-the-shelf (COTS) or government-off-the-shelf (GOTS) products.

5. Action.

a. The agent for the execution and coordination of the requirements of this instruction is the Deputy for Information Technology Services.

b. The Division of Information Technology Services' Configuration Control Board will manage the compliance of standards within enclosure (1).

c. All requirements for IT will be documented in Abbreviated Systems Decision Papers (ASDP) in accordance with reference (a). The ASDP is the basis for the acquisition of all IT products and the principal instrument for documenting compliance with standards. Those not in standard should address plans for compliance in the next ASDP, reviewed annually.

d. Enclosure (1) will be available on the Naval Academy's Web site.

C. R. Larson  
Admiral, U. S. Navy  
Superintendent

Distribution:  
AA

**United States Naval Academy  
Information Technology Policy and Standards**

1. **Access and Use of Information Technology Resources.** Access and use of Naval Academy information technology resources is for both official and authorized purposes.

a. **Definition of Information Technology Resources.** Information technology resources include all unclassified and classified computing and communications systems. Computing systems include all devices which contain a processing unit, all devices which can be connected to the processing unit, all software, and all firmware. Communications systems include all resources associated with data communications, video communications, and voice communications. Communication devices include all telephones, facsimile machines, cellular phones, pagers, copiers, electronic mail, messaging systems, and Internet systems.

b. **Organization.** Within this document 'organization' is defined to be a cost center, division, department, branch, titled office, titled center, association, club, formal committee, board, or staff.

c. **Official Use.** Official use means that the information technology resource is used to directly execute the USNA mission.

d. **Authorized Use.** Authorized use means that the use supports the mission by ensuring a productive work environment. An example includes brief communications made while on official travel to notify family members of official transportation or schedule changes. The individual does not determine what is or is not authorized use, the appropriate supervisor makes the determination. The first supervisor, a commissioned officer, a civilian above the GS/GM -11, or a civilian faculty in the chain of command or supervision of the employee concerned may allow limited personal use. Authorized personal use also includes personal communications from the employee's workplace (such as checking in with spouse or minor children or scheduling doctor, automobile, or home repair appointments) when permitted by the appropriate supervisor as long as the use:

- (1) Does not adversely affect the employee's performance of duties.
- (2) Is of reasonable duration and frequency and, whenever possible, made during the individuals's personal time (non-duty hours).
- (3) Serves a legitimate public interest, such as keeping members at their desks, improving morale, enhancing professional skills, or furthering education.
- (4) Does not reflect adversely on the Naval Academy (including, but not limited to uses involving pornography, chain letters, advertising, soliciting, or selling, improperly handling classified information, or any other use that is incompatible with public services or DoN policy).

(5) Does not overburden or adversely impact the performance of the resources.

(6) Does not create additional cost to the Naval Academy.

e. **Authorized Users.**

(1) All midshipmen, faculty, and staff may obtain, use, and maintain access to computing systems and data communications systems.

(2) All faculty and staff may use voice and video communications systems.

(3) Tenants, Reimbursable Accounts, Non-Appropriated Fund Activities, and other special organizations access to information technology resources are specified in their Inter-service Support Agreements (ISA) with the Naval Academy.

(4) Exceptions will be requested in writing to Deputy for Information Technology Services.

f. **Responsibility.** By using or accessing Naval Academy information technology resources, each user automatically assumes the responsibility for using this information technology resource within legal and ethical boundaries further discussed below.

g. **Privacy and Monitoring.** Information technology resources are inherently unsecure. These resources are not private. Use of these resources consent to monitoring of the resource. Information technology resources may be monitored for all lawful purposes, including to ensure authorized use, for management of the resources, to ensure operational performance, to facilitate protection against unauthorized access, and to verify security procedures and operational security.

h. **Guidelines.**

(1) Use information technology resources for authorized education, research, and administrative activities in support of the Naval Academy mission.

(2) Any document, object, or file containing privacy data or information will be properly safeguarded to prevent unauthorized access and use. Appropriate protective measures will be taken to protect and backup information and applications.

(3) Users will not access or attempt to access unauthorized systems, files, and information.

(4) Users will protect their individual accounts and passwords. Users will not provide their account and/or password to other individuals. Passwords will be changed frequently.

(5) Resources cannot be used for illegal purposes (unauthorized copying or use of copyrighted material; possessing, copying or using illegal software; destruction or damage to Naval Academy or personal resources; disruption or unauthorized monitoring of communications; or harassment of other users).

(6) Users will not introduce or use malicious software, computer viruses, Trojan horses, or computer worms. Users will report suspected occurrences of viruses or any suspicious activity to their system administrator.

(7) Users will be aware of the licensing terms and conditions for all software on their computing resources or accessed via the networks.

(8) Users will not create, save, send, receive, or access inappropriate material (which includes, but not limited to, pornography, threats, racist, vulgarity, malicious, obscenity, or sexual explicit)

(9) Use information technology resources in accordance with ethical standards. Examples of unethical use, which may also be illegal, include:

- (a) Dishonesty (plagiarism, cheating)
- (b) Violation of another individual's privacy
- (c) Violation of license agreements
- (d) Violation of network usage
- (e) Intentional use of resources which impede the activities of others
- (f) Unauthorized use of accounts, access codes, and passwords
- (g) Unauthorized access or use of data and files
- (h) Violations of system security

i. **User Accounts, & Passwords.** Access to most computer systems and computer programs require user accounts and passwords. Accounts and passwords are required for access to NATS, the Naval Academy Data Network (NADN) environments, local area networks, and the Oracle corporate database. For security reasons, user accounts and passwords are established and disestablished in person at the Information Technology Services Division Command Center service window in Ward Hall. Identification is required. Accounts and passwords are not issued over the telephone or through yard mail. Personnel are only issued accounts and passwords for themselves and are not allowed to establish an account for another individual. User accounts and passwords may not be shared.

## 2. Operational Support Policy

a. **Project Support.** Requests for Information Technology Services Division (ITSD) project support is submitted by organizations in their annual Abbreviated Systems Decision Paper (ASDP) submission. Requests for emergent project support not included within an ASDP requires completion and submission of Appendix A to Deputy for Information Technology Services. Projects are long term efforts that require significant ITSD personnel involvement, and may require procurement of other IT resources such as software and hardware. In most cases projects are neither consulting nor corrective or preventive maintenance. All projects directly in support of individual organizations require information technology support personnel participation from within the organization. ITSD will provide project management and the majority of the project team support.

b. **Life Cycle Management and Acquisition.** All Naval Academy information technology acquisitions require Life Cycle Management (LCM) documentation and Deputy for Information Technology Services approval prior to procurement. Preparation of required documentation (ASDPs, facility descriptions, employment plans, asset management reports, pertinent justifications and/or specifications, etc.) by the organizations must be accurate and furnished to ITSD in a timely fashion. Non-compliant organizations will have funds reprogrammed to the next sequential institutional priority. Acquisitions of capital equipment and other items resulting in either a new or improved information system are funded through the O&M,N investment equipment or OP,N account (sub cost center JSC) as applicable. Operational support and maintenance to sustain existing information systems as currently configured are funded through the O&M,N centralized maintenance account (sub cost center JSB). Consumable supplies, designated non-centralized maintenance actions, and incidental software acquisitions are funded from organizational O&M,N expense accounts. Telecommunications equipment and services are funded through the telecommunications account (sub cost center JSD).

c. **Naval Academy Timesharing System (NATS) Application Software.** NATS application software consists of the automated business processes installed on the Honeywell mainframe. This software is often referred to as 'triple star' programs such as ABSENT\*\*\*. The Honeywell mainframe and NATS are at the end of their life cycle. They are the Naval Academy's oldest institutional legacy systems and are being replaced. The policy is to completely eliminate any growth, modernization, or efficiency programming of NATS application software. Necessary maintenance, system restoration, and critical process changes to legacy software are permitted. Organization heads will make no "non-critical" changes to their business processes that require modification of NATS programs.

d. **Corporate Data.** ITSD is responsible for administering and maintaining Naval Academy corporate data. Corporate data resides in the Oracle relational database management system on ITSD database servers (currently Data General Aviiion 9500). ITSD is responsible for developing front-end applications that interact with the corporate database. These front-end applications may include Oracle Forms and Reports, Web, and ad-hoc query tool products.

(1) Requests for new corporate data elements or new corporate front-end applications are submitted by organizations in their annual ASDP submission. Currently the corporate data and functionality is migrating from the NATS legacy software to the new Oracle

relational database management system. The first phase, the new Admission's System, was completed and operational in September 1997. The final phase will be completed in December, 1999.

(2) Data of interest to a specific organization is the responsibility of that particular organization. This data may be stored in any standard software application listed in Appendix B or other approved discipline specific software residing on the organization's local file server. The organization is responsible for developing front-end applications to their data.

e. **Tenant Command Support.** Tenants, Reimbursable Accounts, Non-Appropriated Fund Activities, and other special organizations must provide appropriate resources for all of their information technology requirements as specified in their Inter-service Support Agreements (ISA) with the Naval Academy. This may require the provision, transfer, and for assignment of contractual, financial, or personnel resources (e.g. transfer or assignment of full time equivalent positions) to the Naval Academy. Appropriate LCM documentation will be furnished to ITSD prior to approval of any procurement actions or utilization of any Naval Academy information technology resources.

f. **Sponsoring Commands.** Sponsoring commands (e.g., DFAS, NAVFAC, NAVSUP) often require their satellite organizations to use specific information technologies. Sponsoring commands, which require information technologies non-standard to the Naval Academy environment, must support their unique requirements by identifying adequate life cycle resources to install and maintain those specific technologies. Sponsoring commands must provide the Deputy for Information Technology Services with a current ASDP, including the Central Design Agency (CDA) and the CDA's point of contact. Specific circumstances may require a formal Inter-service Support Agreement.

g. **Information Resource Center.** The Information Resource Center (IRC) provides a help desk, site-licensed software library, desktop computers and network resources located on the ground floor of Ward Hall. All trouble calls and requests for assistance requiring ITSD support will be requested via the IRC. Resources and personal assistance are available to all authorized users. All standard software (Appendix B) and hardware, (e.g. desktop microcomputers, printers) are available for use in the IRC.

h. **Computer Repair Facility.** ITSD's Computer Repair Facility, located on the ground floor of Ward Hall, provides emergent and routine microcomputer and related peripheral hardware maintenance. The Computer Repair Facility is staffed Monday through Friday. The Computer Repair Facility manages maintenance contracts for all levels of hardware repair. Most contracts are time and materials which cover microcomputers, work stations, and minicomputers. ITSD support for hardware trouble calls and requests for assistance can be accomplished via electronic mail, telephone, or walk-in.

i. **Home Use of Government Computers.** Temporary use of government computers outside of the Naval Academy is permissible but must be dedicated for a specific project for less than one semester. The computer will be allocated from the organization's current assets. This includes notebook computers used during official travel. Management and assignment of these

computer assets are controlled by the organization head. Government computers can not be permanently assigned outside of the Naval Academy.

3. **Standards.** Standards apply to all information technology resources integrated into the Naval Academy Complex's information technology environment. Customers with requirements, not in conformance with standards, will consult the Configuration Control paragraph, discussed in section 4.

a. **Hardware Standards.**

(1) Minicomputers. Current standard legacy systems include Sun, Silicon Graphics (SGI), Hewlett Packard (HP), and Data General (DG). Minicomputer systems standards are approved on a case by case basis. Sun is the preferred standard.

(2) Workstations. Current standard legacy systems include Sun, Silicon Graphics (SGI), Hewlett Packard (HP), and Digital (DEC). Intel processor based workstations are an approved prototype. The workstation environment is predominantly Sun.

(3) Microcomputers. Desktop personal computer and notebook computer standards will run the Microsoft Disk Operating System (MS DOS) and Microsoft Windows (Appendix B). Standard architectures and standard specifications eliminate the older 80286, 80386, and 80486 technologies.

(4) Printers. Printers must seamlessly integrate into the current minicomputer, workstation, and network environment. The current standard is Hewlett Packard.

b. **Software Standards.** See Appendix B for microcomputer and workstation software standards.

c. **Software Licensing**

(1) **Categories:** There are five categories of software. Users of all categories have legal responsibilities to abide by the licensing agreement. Software can migrate from one category to another.

(a) **Single User Software** is purchased on a per-user basis. Only one copy for backup is authorized. The backup copy can not be used as a second copy on another computer.

(b) **Shareware Software** is distributed on a trial basis only for the user's site. Once evaluated, the user is obligated to pay for all copies adopted for use.

(c) **Site Licensed Software** provides for the duplication and distribution of two or more copies through a licensing agreement. This includes multiple variants such as concurrent licenses and volume licenses. A site license allows duplication of copyrighted software to be placed on multiple computers or network servers. The number of users is determined by the license. Concurrent licenses sets the maximum number of concurrent users



accessing server provided software and volume licenses sets the maximum number of copies of software authorized on site. Naval Academy site licensed software for duplication for use on government owned and midshipman owned computers will be licensed only by ITSD. A limited number of organizations have course-specific software licenses and are required to control the copies of the software.

(d) **Public Domain Software** is software whose copyright holder has relinquished all rights to this software and can be freely copied and distributed.

(e) **Freeware Software** is copyrighted and subject to conditions of the copyright holder.

(2) **Distribution.** The IRC distributes site licensed software to the organization's designated representative. The representative is responsible for the software control, distribution, and accountability within that organization. United States Copyright Law guides the management and control of software. The U. S. Copyright Law (Title 17 of the U. S. Code, general revision of the U. S. Copyright Law (Law 94-553)) protects all software written since 1978. Duplication or distribution of software or documentation for educational or other purposes without written permission of the owner is illegal. Unauthorized copying of software is illegal. This includes programs, data bases, applications, and codes.

d. **Consulting Support.** ITSD provides support for standard hardware and software.

(1) **Hardware Support.** ITSD provides hardware support in the acquisition of standard hardware. Support consists of procurement, assistance in installation and upgrades, and maintenance.

(2) **Software Support.** Support for commercial-off-the-shelf (COTS) software packages varies. ITSD provides full support for the current version of standard software used by midshipmen, faculty and staff. Examples include word processing, electronic mail, and spreadsheets. Full support consists of procurement, documentation, software library maintenance with controls, Help Desk to answer user questions, and basic quick start instruction introducing the software. Less than full support is provided for newer or older versions of standard software. ITSD provides no support for non-standard software restricted to a limited number of organizations or for very specialized applications.

#### 4. **Configuration Control**

a. **Overview.** The purpose of Configuration Control is to encourage seamless system integration of all information technology resources through the maintenance of standards. Non-standard technologies will always be an issue due to unique and diverse Naval Academy requirements. Legacy systems integrated into the information technology environment prior to establishing this policy may not conform to current standards. These systems will remain in place until the end of their natural life cycle. Organizations will plan, as part of their ASDP, migration to standard technologies. Configuration control guides the acquisition and procurement of all information technology resources.

b. **Configuration Control Board (CCB) Evaluation.** The CCB evaluates non-standard procurements and determines one of four outcomes for each issue presented. Each issue will be evaluated on its own merits with emphasis on institutional support.

- (1) **Approve** as conforming to Naval Academy standards.
- (2) **Disapprove** as not conforming to Naval Academy standards.
- (3) **Establish a prototype** to obtain valuable information about new technology.

(a) Prototype environments provide a model to evaluate their potential as future standards. Prototype environments serve as the basis to increase functionality, replace obsolescent technology, or lower life cycle costs. They provide ITSD with a controlled environment useful for collecting operational or technical data suitable for analysis.

(b) The prototype will be established in an operational setting within an organization and will adopt LCM guidelines including an ASDP. Organizations will evaluate and submit results in writing to ITSD. In granting a prototype, the CCB will state what type of data will be collected for prototype evaluation, what personnel will be tasked with collecting and presenting prototype data for evaluation, and specifying a specific end date, at which time the prototype will expire.

(c) At the end of the approved prototype period, the results are evaluated by the CCB. The prototype becomes a new Naval Academy standard, the prototype is terminated, or a waiver is granted. If the evaluation determines the prototype will not become a Naval Academy standard, but the resources expended in the prototype do not make it cost effective for immediate replacement by the Naval Academy standard, the prototype continues existence with no further upgrades or enhancements, until the end of the normal life-cycle.

(4) **Grant waiver.** The CCB determines that an exception to Naval Academy standards will be granted and states the conditions under which the waiver is granted. A waiver is for technology which does not meet Naval Academy standards, will not become a Naval Academy standard, hence it has not been declared a prototype, but is required on a small scale to support the mission of the Naval Academy. Waivers are granted on a case by case basis. Granting of a waiver does not guarantee a waiver is granted to another organization for the same technology for a separate issue .

## 5. Electronic Mail

a. **Overview.** Electronic mail (e-mail) messaging systems are available for official and authorized purposes. E-mail messages, including attachments saved on government owned resources are government property. E-mail is used to supplement or replace traditional mail, facsimile, telephone, and other messaging systems.

b. **Monitoring.** By using the Naval Academy's e-mail messaging systems, the user

consents to monitoring regardless of use. E-mail may be monitored to ensure authorized use, resource management, operational performance, and security. Reading another individual's e-mail messages is prohibited without written direction by the Deputy for Information Technology Services.

c. **Eligibility.** E-mail accounts are available to all authorized users. This includes personnel assigned to tenant commands and other organizations operating under Inter-service Support Agreement with the Naval Academy. Active duty and retired military personnel not assigned to the Naval Academy are not eligible. Exceptions may be requested in writing to the Deputy for Information Technology Services.

d. **Obtaining E-mail Accounts.** Eligible personnel with valid Naval Academy identification must apply in person at Ward Hall. Midshipmen are issued e-mail accounts upon receiving their personal microcomputer.

e. **Enforcement.** Users who abuse or misuse e-mail will have their access revoked. Reactivation requires written request from their organizational head. The DoD Joint Ethics Regulations on misusing government resources, including e-mail messaging systems, are punitive. Civilian employees can be disciplined and military members can be charged under the Uniform Code of Military Justice for violating these rules.

f. **Privacy.** Personal e-mail messages are not private. Data, including e-mail, stored on a government computer is considered government property.

g. **Self Identification.** Users will identify themselves properly, never impersonate others, or use anonymous accounts, aliases, or forwarding mechanisms that purposely conceal the originator of an e-mail message. For non e-mail messaging systems external to the Naval Academy (internet chat rooms) where the custom is to use aliases, never use another individual's name or nickname.

h. **E-mail Etiquette.**

- (1) Be brief, clear, and courteous.
- (2) Focus on one subject per message, always include a pertinent subject title.
- (3) Keep line lengths to less than 65 characters.
- (4) Keep paragraphs short, fewer than 15 lines.
- (5) Use mixed upper and lower case.
- (6) Use capitals and special characters only for emphasis.
- (7) Avoid special characters and symbols.

- (8) Begin with an appropriate salutation, including the addressee's name.
- (9) If useful, include parts of e-mail to which you are replying.
- (10) End the body of the message with your real name.
- (11) Include a brief signature block at the bottom only when needed.
- (12) Use the cc: only if appropriate.
- (13) Edit messages for spelling and grammatical errors.
- (14) Inform the sender and delete E-mail messages received erroneously.
- (15) Delete e-mail messages as soon as possible.
- (16) Archive e-mail messages to local hard disk drives or diskettes monthly.
- (17) Reread the message before sending.

i. **In-Appropriate Use of E-mail.**

- (1) Do not send a message that reflects poorly on the Naval Academy.
- (2) Do not send harassing, intimidating, abusive, threatening, vulgar, obscene, or other objectionable material that violates Naval Academy standards of behavior. This includes, but is not limited to, humor considered in poor taste or offensive, political or religious lobbying, and sexual explicit material.
- (3) Do not send messages that encourage illegal conduct.
- (4) Do not propagate chain letters.
- (5) Do not attach or include copyrighted materials without first obtaining consent from the copyright owner.
- (6) Do not send or receive e-mail for commercial or personal financial gain.
- (7) Do not intentionally or unlawfully misrepresent your identity.
- (8) Do not use another user's identity and name.
- (9) Do not cause congestion on the e-mail messaging systems by broadcasting inappropriate messages to lists or individuals or excessive use of data storage.

j. **Appropriate Use of Mailing Lists.** E-mail messages sent to mailing lists to inform

large groups of users. With 7,000 users at the Naval Academy, this technique must be used carefully. Use mailing lists for mission related messages to address large groups such as 'all faculty', all officers', or 'all non-mids'.

(1) Use a mailing list germane to the subject (send an e-mail discussing midshipmen service selection to 1<sup>st</sup> Class midshipmen not the entire brigade).

(2) Create personal mailing lists to support specific inter-organizational communications (i.e., Building 1<sup>st</sup> LTs, Timekeepers).

(3) Use the electronic bulletin boards as an alternative to mailing lists. This concept, also known as news groups or discussion groups, provides a place to post messages (lost and found, event notices, training opportunities, club and event notices, MWR events, etc) for all to read.

(4) Do not send multiple mass mailings at one time. This adversely impacts computer resources, negatively affects other users, and reduces computer resource performance. This is a misuse.

(5) Topics suitable for mailing lists include:

- (a) Parking restrictions
- (b) Hazardous weather
- (c) Changes in office hours
- (d) Special meetings affecting ALL addressees (convocation)
- (e) Topics requiring action (submitting data)

(6) Topics not suitable for mailing lists include:

- (a) Items for sale, trade, or giveaway
- (b) Lost and found
- (c) Rides needed or available
- (d) Commercial advertisements

(7) To determine if a topic is appropriate for a mailing list, ask:

- (a) Is the message necessary?

- (b) Would a large group want to read the message.
  - (c) Who is the target audience? (Do not send the message to all non-mids when the message applies to all officers.)
  - (d) Is there a better method for distribution of the message (electronic bulletin boards)?
  - (e) Is the message of reasonable size?
- (8) When creating an e-mail for a mailing list:
- (a) Ask the questions above
  - (b) Proof read to eliminate mistakes and to ensure the contents are accurate.
  - (c) Send the e-mail once. (Do not repeat a reminder.)
  - (d) Post a copy in the appropriate electronic bulletin boards.
- (9) E-mail sent to a mailing list, such as non-mids, rarely warrants a response to the entire mailing list. Responses will be sent to the originator only, or appropriate individuals.

## 6. World Wide Web

a. **Overview.** The World Wide Web (WWW) disseminates data in text, audio, and visual formats capable of being read on a wide variety of desktop platforms. The WWW launches applications requiring minimal security. There are two types of WWW maintainers. Web page developers maintain a small number WWW pages, typically files created using a software tool containing information to be displayed, possibly with links to other pages. Webmasters maintain server software and allocate resources to web page maintainers on their server.

### b. Webmasters.

(1) The WWW server maintained by ITSD will be the primary entry point for users. The official Naval Academy home page will have the addresses:

<http://www.nadn.navy.mil>  
<http://www.usna.navy.mil>  
<http://www.usna.edu>

(2) ITSD allocates resources on the primary WWW server for all organizational WWW pages.

(3) Organizations may create WWW pages on departmental servers. New equipment will not be purchased specifically as a departmental WWW server. Organizations must contact the Naval Academy Webmaster (webhelp@nadm.navy.mil) before creating and hosting WWW pages. All WWW pages on organizational servers available external to the Naval Academy must adhere to Naval Academy, DoN, and DoD policies. Webmasters using organizational servers must review all WWW pages at least once per semester.

(4) USNA Webmaster will periodically review other Naval Academy WWW servers. Other Webmasters must inform the Naval Academy Webmaster of modifications to organizational WWW servers

(5) The Naval Academy Webmaster maintains a mailing list of all Naval Academy webmasters.

(6) The Naval Academy WWW Users Group , chaired by the Naval Academy Webmaster, includes all webmasters and interested web page maintainers. Webmasters regularly monitor organization's WWW pages.

(7) Only personal material in support of the Naval Academy mission is permitted on WWW pages.

**c. Web Page Developers.**

(1) Observe Naval Academy, DON, and DOD policies, summarized below:

- (a) Web pages must be mission related.
- (b) Web pages must be tasteful and in compliance with ethics and honor codes.
- (c) Web pages must not contain classified, sensitive, or privacy act data.
- (d) Web pages must not use copyrighted material without permission.
- (e) Web pages must not contain advertising or solicitations.
- (f) Web pages must not imply government approval of commercial products.
- (g) Information must be professionally presented.
- (h) Each page must include point of contact.

(2) Make pages efficient. Access useful information at:

<http://www.nadm.navy.mil/InfoTech/guidelines.html>  
<http://www.nadm.navy.mil/InfoTech/html.html>.

(3) Consult with the PAO and JAG when releasing information external to the Naval Academy. Consult the organizational webmaster for technical details on restricting information for internal use.

(4) Once the web pages are operational, notify the Naval Academy webmaster (webhelp@nadn.navy.mil).

(5) Web page developers who transfer or stop maintaining web pages must inform the Naval Academy webmaster.

(6) Information on WWW pages no longer relevant must be removed.

d. **Filters.** Information technology resources will be utilized to prevent users from accessing inappropriate external web pages.

e. **External Web Sites.** An external web site is hosted and maintained on an unofficial or unauthorized personal or commercial web server. Authorized users will not create, maintain, or support external web pages which contain information about midshipmen, faculty, staff, or the Naval Academy.

## 7. **USNA News Groups**

a. **Overview.** Available via the Internet are several electronic discussion groups, known as news groups. News groups provide a place to post and read messages of common interest. The Naval Academy receives postings for all groups within the computer (comp), social (soc), and science (sci) news groups. In addition, the Naval Academy receives postings for specially requested alternative (alt), recreation (rec), news, and miscellaneous (misc) groups, and the Baltimore (balt) and District of Columbia (dc) hierarchies. The Naval Academy also has its own local news group, usna.

b. **News Group Requests.** To request a news group, send e-mail to newshelp@usna.navy.mil. ITSD reviews requests within three business days. To request a new usna group, provide the following:

- (1) Suggestion for usna news group name
- (2) Brief description of expected subject matter
- (3) Reason for new news group
- (4) Responsible point of contact

c. **Guidelines.**

(1) Inappropriate language and subject matter is not permitted in posted news articles.



(2) Posted subject matter will be consistent with the group name and description. Posting to multiple groups is inappropriate, unless the subject is applicable to all newsgroups.

(3) Most articles are retained for ten days, unless requested otherwise. The 'usna' articles are kept for thirty days.

(4) Only the person posting an article can delete the article. Articles will be deleted as soon as possible. For example, delete a for sale item as soon as it sold.

(5) Follow all copyright laws.

## 8. **Midshipmen Microcomputers**

a. **Plebe Personal Computer Procurement.** Every class of plebes are required to purchase a totally integrated personal computer system including factory-loaded standard software, an accessories package, and on-site maintenance. No waivers are granted to plebes to bring another microcomputer in lieu of purchasing the standard plebe issue personal computer. The personal computer supports all academic requirements and functions as a communications device. Many of the software applications are site-licensed, volume licensed, educational shareware, or locally developed programs (not commercially available).

b. **Midshipmen Personal Computers.** Each midshipman is responsible for their plebe issued standard personal computer. Personal computers will be kept by the midshipman in their rooms. The personal computer is part of the midshipman's 'seabag issue' and will be maintained in good working order, by the midshipman, until May of the first class year. First and second class midshipmen may request a waiver to replace their issued personal computer. The waiver is granted by the company officer. The new personal computer must be capable of functioning on the Naval Academy Data Network (NADN). Midshipmen are responsible for providing and loading a new software suite, as well as configuration and optimization of the new personal computer.

c. **Midshipmen-Cadet Exchange Program.** All USNA midshipmen participating in the Midshipman-Cadet Exchange Program are encouraged to lend their personal computer to an incoming cadet from one of the other service academies. This eliminates the need for shipping computers, provides the exchange cadet a "standard personal computer" for that class, guarantees network connectivity, and simplifies maintenance. Midshipmen take their personal computer, preferably in the original boxes, including any documentation, to the Computer Repair Facility. The Computer Repair Facility will backup and store the files on the hard drive until the midshipman returns from the exchange academy. The personal computer is loaded with the standard software issued to the second class. Prior to departing the Naval Academy, the exchange cadet returns the issued personal computer to the Computer Repair Facility. ITSD restores the hard drive to its original condition and returns the personal computer to the original owner.

## 9. **Security**

a. **Viruses.** Individuals are responsible for ensuring their information technology resources remain virus free. The IRC has site licensed anti-virus software available for distribution. Individuals will install and use anti-virus software on their microcomputers and workstations. All files (e.g. from floppy disks, Internet, etc.) loaded on a microcomputer or workstation must be scanned.

b. **Unattended Computers.** Individuals will secure their microcomputers and workstations when not in use. Unattended computers waste resources (e.g. server, network, etc.) and are security risks.

c. **Modems.** Organizational modems are security risks. Required remote modem access to the Naval Academy information technology resources is provided through M-Pool, which is a rotary bank of forty-eight modems accessed. By dialing one number, (410) 293-0700, M-Pool identifies the next available modem of the forty-eight modems to complete the connection. M-Pool also has dial out capability for official business. Contact the IRC, located on the ground floor of Ward Hall, for additional information.

d. **Systems Administrators Security Responsibilities.** General user responsibilities also apply to system administrators. Additional security responsibilities include, but are not limited to:

(1) Taking reasonable precautions to guard against corruption, loss of integrity, availability of data or software, or damage to hardware or facilities. (This includes reviewing all security advisories and promptly taking corrective measures.)

(2) Installing TCP/IP Wrappers on all Unix servers and workstations.

(3) Ensuring the confidentiality of data stored on all systems under their management.

(4) Adhering to hardware and software license agreements on all systems, networks, and servers.

(5) Establishing and maintaining applicable Security Operating Procedures, to include Contingency Planning and Disaster Recovery, for all systems.

(6) Establishing and maintaining user accounts in accordance with ITSD's Naval Academy Common User Database (Systems administrators will ensure all login names and associated data is identical to the Common User Database information.)

Information Technology Services Division  
Project Request

MEMORANDUM

From: Cost Center Head

To: Deputy for Information Technology Services

Subj: REQUEST FOR PROJECT SUPPORT

1. Request for Service. Summarize the specific details of the requested service.
2. Organizational Point of Contact. Provide the name, title, email address, and telephone number of the individual who will act as the principal contact on all matters relating to the project.
3. Priority of Request. Indicate the priority of the request.
  - a. Mandatory. The accomplishment of this project is critical to the operational mission. Alternative action is neither available nor feasible. Immediate resolution may be required.
  - b. Necessary. The accomplishment of this project contributes significantly to improved operational effectiveness and/or efficiency.
  - c. Desirable. The accomplishment of this project would contribute to the improved efficiency, economy, or convenience of the requesting organization.
4. Required Date. Two realistic dates are required.
  - a. Desired Date. The date optimum from the requestor's viewpoint.
  - b. Critical Date. The latest acceptable date for satisfying the request and beyond which critical deficiency will exist.
5. Detailed Description of Service Requested. Describe the specific details of the service request. Describe exactly the functional requirements. Include detailed drawings, system specifications, or other material if available.
6. Reason for Request. Provide justification for the request (e.g, a result of new or changed legislation, changes in policy). Cite any corrections or improvements to existing systems. The specific benefits realized by completion of the project must be specifically addressed. Expected benefits may be described in terms of reduced expenditures for manpower, supplies, and/or equipment, reduced reaction time, or increased capabilities.
7. References. Provide a list of a pertinent instructions, letters, documents, memos, or publications that substantiate or relate to the request.
8. Funding. Identify the source of funds to support the request in the event Information Technology Services Division resources are not available.

## SOFTWARE STANDARDS

### 1. Microcomputer Software

Software Category	DOS Platform	Windows 3.X & WfW Platforms Platform	Windows 95
Operating System	MS DOS v5.0	MS DOS v5.0	MS Windows 95
Graphical User Interface		MS Windows v3 + & WfW v3.1	MS Windows 95
Local Area Network	Novell v3.X	Novell v3.X	Novell v3.X
Internet Browser		Netscape v2.01	Netscape v2.01
Communications	PROCOMM Plus v2.01	PROCOMM Plus v2.01 UWTERM	PROCOMM Plus v2.01 Hyperterminal Private Edition v2
Mail	NADN (Pine Mail)	NADN (Pine Mail) PC Pine GroupWise v4.1 Netscape Messenger	NADN (Pine Mail) PC Pine GroupWise v4.1 Netscape Messenger
News Reader	NADN (Pine/Tin)	NADN (Pine/Tin) Netscape v3	NADN (Pine/Tin) Netscape v3
Scheduler		GroupWise v4.1	GroupWise v4.1
Word Processing	WordPerfect v6.0	WordPerfect for Windows v6.1	Corel WordPerfect for Windows95 v7.0
SpreadSheet	Quattro Pro v5.0	Quattro Pro for Windows v6.0	Corel Quattro Pro for Windows95 v6.0
Database	Paradox for DOS v5.0 dBase III Plus	Paradox for Windows v5.0 dBase for Windows v5.0	Paradox for Windows95 v7.0
Presentation Graphics		PowerPoint for Windows v4.0	PowerPoint for Windows95 v4.0
Virus Protection	Norton Anti-Virus 4.0	Norton Anti-Virus 4.0	Norton Anti-Virus 4.0
Utility	Norton Utilities v8.0	Norton Utilities v8.0	Norton Utilities v8.0

NOTE: Unless otherwise specified in this enclosure, newer versions of the above listed software are included as standard versions.

### 2. Workstation Software

Software Category	Software Standard
Operating System	Sun OS Solaris DG/UX IRIX

RDBMS

Oracle

Oracle